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SECRETARY OF STATE

POLICIES OF THE OFFICE OF THE SECRETARY OF STATE REGARDING REQUESTS FOR PUBLIC RECORDS

Code of Alabama 1975, § 36-12-40 provides that "[e]very citizen has a right to inspect and take a copy of any public writing of this state, except as otherwise expressly provided by statute." While many of the records maintained by the Office of the Secretary of State are available on the official website at www.sos.alabama.gov and may thus be obtained electronically, not all records are available through this means.

To comply with § 36-12-40, it is the policy of the Secretary of State to allow citizens to inspect and take a copy of any public record maintained by this office, unless the record is exempt from public disclosure. The Chief Legal Advisor to the Secretary of State, Jean Brown, serves as the access officer to such records and questions regarding policies or documents should be addressed to her at Jean.Brown@sos.alabama.gov or 334.242.7202. Access to public records will be provided during normal office hours of 8:00 a.m. to 5:00 p.m. There will be a charge of \$1.00 per page for public records, as well as a charge of \$1.50 for the annexation of the state seal. For any certificate and the annexation of the state seal, there will be a charge of \$5.00. See *Code of Alabama 1975*, section 36-14-3. Every effort will be made to provide public records within a reasonable time. Records are to be inspected in the offices of the Secretary of State. It is requested that citizens inspecting public records refrain from eating, drinking, and smoking in areas where such records are being inspected and copied. The Secretary of State will determine reasonable limitations on the number of citizens who may inspect and copy records at one time so as not to disrupt the work of the employees of the Office of the Secretary of State.

Citizens wishing to obtain copies of public records should complete this form:

Name _____

Address _____

Are you a citizen? _____ If so, where _____

Description of documents requested _____

Date _____